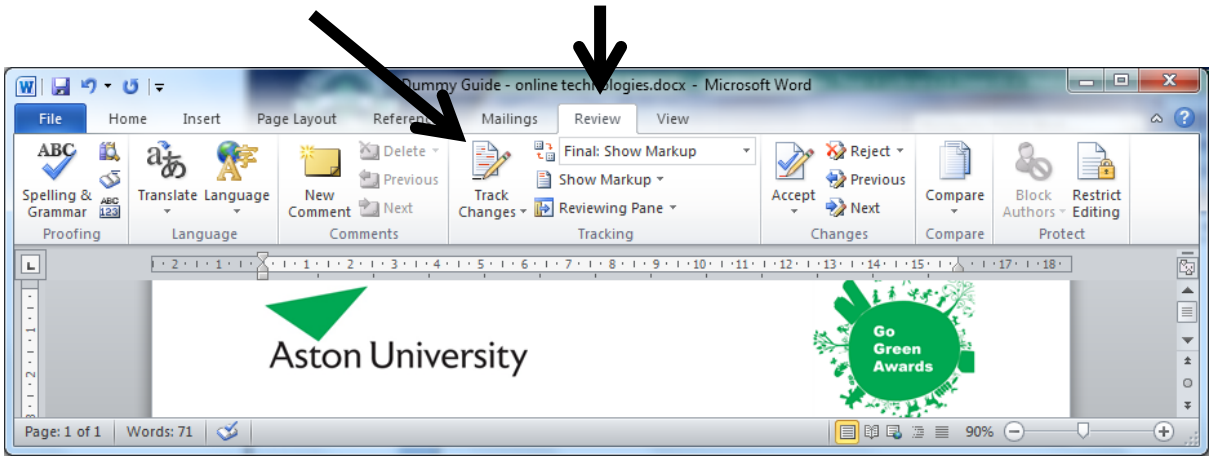
Top Tips: Editing Documents

There are loads of ways to use everyday technology to help save paper and make your life easier!

Track Changes

Editing of documents should be done online wherever possible, rather than printing hard copies. This can be done easily in Microsoft Word by using Track Changes, which allows you to comment on a document and pass it back to the author, so they can see your suggested amendments. This also means you can easily accept changes without having to re-type, a bonus for you!

- Access Track Changes via the Review tab in Word



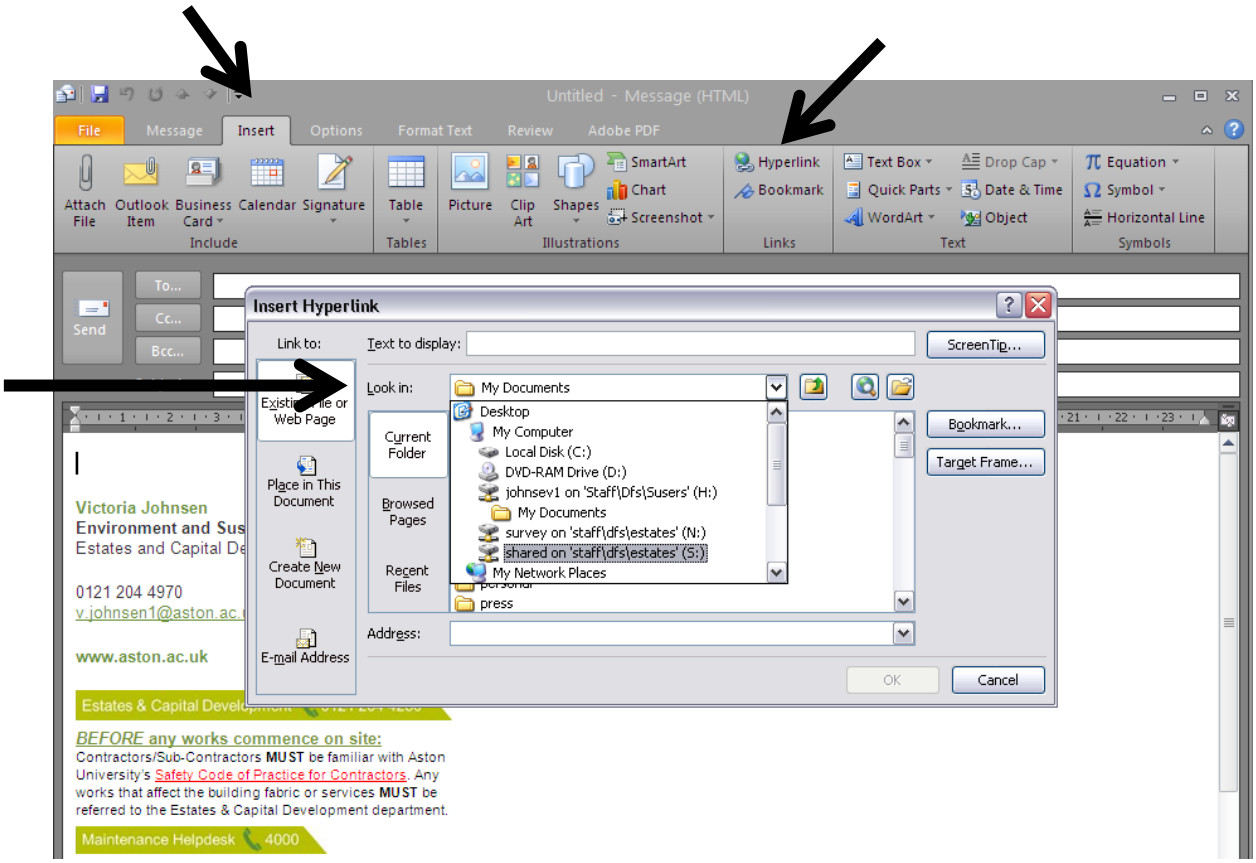
- You can follow a detailed tutorial explaining how to use Track Changes here: http://www.fgcu.edu/support/office2007/word/changes.asp

Shared Drive

If you use the University shared drive in your department, this is a great way to share and comment on documents.

You can also email a hyperlink to a particular document, rather than attaching it; that way any changes made by other colleagues will be kept neatly in the one document, and it also stops huge emails from clogging up your inbox!

- In a new message, click the 'Insert' tab and then the 'Hyperlink' icon.
- Go to 'Look in' and select your shared drive.



- Select the specific document and click ‘OK’.
- This will insert the hyperlink and the recipient will be taken straight to the original document – much easier!

Sharing Online

You can also share documents online and allow multiple users to edit them via the use of Dropbox, Skydrive and other programs.

Dropbox

SkyDrive